

# **14 FAH-3 H-500 CONTRACTING OFFICER APPOINTMENT SYSTEM**

## **14 FAH-3 H-510 GENERAL**

*(CT:AQM-1; 11-29-2005)*  
*(Office of Origin: A/OPE)*

### **14 FAH-3 H-511 PURPOSE**

*(CT:AQM-1; 11-29-2005)*

Department of State Acquisition Regulation (DOSAR) A601.602-1 and 601.603-3(a), along with Delegation of Authority No. 120-5, provide that the Procurement Executive appoint all contracting officers in the Department of State. The purpose of this chapter is to provide standards and procedures for requesting and appointing contracting officers, so only individuals who are qualified and have a valid organizational need for contracting authority are appointed. Federal Acquisition Regulation (FAR) 1.602 describes the duties and responsibilities of contracting officers. The head of the contracting activity (HCA) must request appointment of contracting officers. FAR 1.603-2 explains the factors to be considered by the Procurement Executive in appointing contracting officers. Factors include experience in acquisition, education, knowledge of acquisition methods, and satisfactory completion of required acquisition training courses. Candidates for contracting officer appointments are also expected to exhibit personal integrity, understanding of acquisition law and regulations, and professional conduct in carrying out their acquisition responsibilities.

## **14 FAH-3 H-512 POLICY**

*(CT:AQM-1; 11-29-2005)*

Only qualified Department of State direct-hire employees, who are U.S. citizens, are appointed as contracting officers. Appointments must be commensurate with the volume and complexity of acquisition actions being handled and the experience and qualifications of the employee. The Office of the Procurement Executive (A/OPE) is responsible for providing guidance and oversight in managing such appointments.

## **14 FAH-3 H-513 THROUGH H-519 UNASSIGNED**